



**HEADQUARTERS FLORIDA WING
CIVIL AIR PATROL**
UNITED STATES AIR FORCE AUXILIARY
4040 Crossfield Way, Suite 6
Lakeland, FL 33811



6 FEBRUARY 2022

**2022 SUN N FUN AEROSPACE EXPO
OPERATIONS ORDER**

EVENT DESCRIPTION:

The 2022 SUN 'n FUN AEROSPACE EXPO is a 10-day event at Lakeland Linder Airport and attracts more than 160,000 aviation-minded people from around the world. Part exhibition/ part airshow, Sun n Fun is the nation's second-largest aviation event after Oshkosh. The CAP partnership with SUN 'n FUN is a perfect fit with all three core components of the CAP mission. CAP provides ES and operations support. Aerospace Education is abundant in the seminars, hands-on activities, and aerospace-related vendors. Cadet and senior member participation are essential to fulfill the many volunteer roles needed for a show of this size.

With three distinct missions: Hangar Duty, CAP Corporate mission, and Airshow Staffing, CAP personnel will be in the center of the action participating in flight line duties, demonstrating Cadet Programs and ES activities at the recruiting booths and static display of CAP aircraft, assisting the FAA, and helping with crowd control in vendor hangars. CAP will also be onsite to provide Emergency Services. In addition, there are exciting cadet special activities, time to see the airshow, attend forums, or visit vendor exhibits. As in the past, Florida Wing will play a vital role throughout this amazing airshow.

DATES: APRIL 2-10TH, 2022

LOCATION: Sun N Fun Campus, Lakeland Linder Airport, Lakeland, FL

PARTICIPATION FEE: None

BIVOUAC FEE: \$35 (includes breakfast and dinner)

MEALS

A bagged lunch will be provided by Sun n Fun for all registered participants. Time will be allotted for lunch. Those bivouacking will also be provided dinner and breakfast Tuesday evening through Sunday morning. The food cost is \$35 for those who are bivouacking. Those not participating in the bivouac can bring food or purchase food from vendors on site.

ARRIVAL: ALL ATTENDEES MUST PRE-REGISTER, WALK-INS WILL NOT BE ACCEPTED DUE TO CREDENTIALING.

Team participants and staff will check-in no later than 0730 from 5 April to 10 April. at the CAP check-in/ drop-off point located inside the Rocky Rd entrance to Sun N Fun (at the corner of Old Medulla Rd: follow CAP check-in signs). Members must be in uniform with all required documents. Parents of cadets must remain on site until cadets have been accepted into the activity. After in-processing, cadets will wait to be transported by CAP van to the CAP bivouac site at the Lakeland Aero Club. The CAP assembly/bivouac site is adjacent to the Lakeland Aero Club on the of James C Ray Dr. (see map).

EVERYONE WILL REPORT FIRST TO THE CHECK-IN/ COVID POINT AND THEN BE TRANSPORTED TO THE CAP ASSEMBLY/BIVOUAC SITE FOR ASSIGNMENT. Once assigned, CAP vehicles will transport the flights to their duty stations.

NOTE: Senior members and Cadets will NOT be allowed to proceed to participate in this activity unless they meet the proper uniform and grooming standards as prescribed in CAPM 39-1.

OVERVIEW: Florida Wing (FLWG) will participate in the Sun N Fun Aerospace Expo at the Sun N Fun Campus of the Lakeland Linder Airport (LAL). This COVID-19 plan to the Operations Order will establish additional mitigation steps that will be strictly followed to prevent COVID-19 from being spread among members. This protocol applies to all members who will attend the activity in any capacity.

MISSION: This COVID plan aims to meet all current Federal, State, and Local COVID-19 guidelines to provide a safe and healthy environment in which we can participate in the activity. There will be limitations on activities and interactions, however, we want to allow our members to experience the event at various levels to enhance their experience.

HEALTH AND SAFETY: The health and safety of our members is paramount. Because of the COVID-19 Pandemic, there are numerous additional measures that we have implemented to ensure the safety of all members participating in this activity. All applicable federal, state, and local guidelines will be strictly enforced; however, by participating in this activity voluntarily members assume all risks related to exposure to COVID-19.

Daily safety briefs will include CDC educational material about COVID-19 symptom awareness, correct hand hygiene, and cough/sneeze precautions. Health Service Officers and Safety Officers will be present during the encampment, and a separate isolation location will be identified for members that develop symptoms, need to be quarantined await the results of the COVID test, or await transportation to return home. The HSO will assist the activity leadership in determining if members need to leave the event and those who may have been potentially exposed. A CAPF 160 will be filled out to identify potential hazards and mitigate risks, which will be evaluated continuously and adjusted as needed.

A. All attending members must have completed the CAP's CDC Risk Level Required Education before arriving at Sun n Fun. The required education is accessible here:

<https://www.gofloridawing.org/covid-19>

B. All members will be screened upon check-in, and daily thereafter. The screening will consist of a temperature check and filling out the FLWG Health Questionnaire.

C. Upon completion of the check-in process, all unvaccinated members will be immediately placed into predesignated cohorts for the duration of the activity. Predesignated cohorts will be comprised of no more than 10 members that will include a Senior Member, two cadet cadre, and up to seven attendees and will be considered "household cohorts" as they will bunk together.

The senior member assigned to each cohort will serve as the Training Officer and driver and will not be able to fulfill any other duties during the activity.

D. All unvaccinated members shall have more than two masks on hand each day so they can easily replace a dirty mask with a clean one. The latest recommended mask guidance can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>

E. The Centers for Disease Control and Prevention (CDC) recommends that even those who are fully vaccinated in areas with high numbers of COVID-19 cases consider wearing a mask in crowded settings and for activities with close contact with others who are not fully vaccinated. It

is highly recommended that all personnel wear a mask during the activity but it will not be mandated.

F. Each cohort will be assigned a predetermined bivouac site and vehicle that no other cohort may enter.

G. Meals will be individually packaged and distributed. Weather permitting, all meals will be consumed outdoors unless cohorts can be safely accommodated in the break tent.

H. Hygiene facilities will be sanitized by each cohort before being utilized by our members. Scheduling and spacing will be consistent with CDC guidance during use.

DISMISSAL: Out-processing and dismissal from the activity will be at the CAP assembly/bivouac site only. Shuttles will transport personnel to the CAP Check-in point for pick up. Parents should arrive at the pick-up/drop-off point at 1700 unless notified by their cadet or a staff member of an earlier or later pickup time. Have your cadet's CAP ID# ready. Upon arrival, you will give your cadet's name and CAP ID# to the Registration Officer and your child will be transported from the staging area to the rally point.

TRANSPORTATION: Transportation to and from the event site is the member's responsibility. It is encouraged that groups get together and arrange carpools. We also recommend contacting your group staff to arrange to use corporate vans for transport to/from/during activity. Corporate vans will be assigned to Transportation during the activity. No cadet will be allowed to operate motorized vehicles (Including golf carts) during the activity. Except for Hangar Duty weekend, Parking for all personnel will be in the Orange Lot and will proceed on foot to the CAP Check-in tent at the Rocky Road entrance.

PRIVATELY OWNED VEHICLES (POVs): Civil Air Patrol and its affiliates are not responsible for any damage or theft to any participant's vehicle and/or its contents.

SAFETY: Safety of personnel and assets (CAP and public) will be the number one priority. A safety/ORM brief will be conducted by the activity Safety Officer or Commander to include a discussion about hazards, with a focus on weather and hydration. Additional safety briefings will be held before all activities where additional hazards are expected to address these hazards. Air/Ground Ops will coordinate with Mission Staff to ensure that critical mission/safety information is briefed to aircrew and ground teams (See CAPT 60-1 and mission checklists). The Incident Commander and the safety officer have completed ORM to the intermediate level. All members will have completed ORM and all adult members will have completed CPPT. Both the activity commander and activity safety officer will have quick and easy means to access the Wing Emergency Notification Hotline (WENH) at 1-888-359-4727 and will be familiar with reporting through this system (CAPR 62-2). After the utilization of the WENH and following Wing's immediate directives, FLWG Safety Staff and/or Command staff will be notified. Posting of this Ops Order is an acknowledgment that this reporting responsibility is understood and will be complied with IAW FLWG directives.

All safety Inquiries will be directed to the Safety Officer

- **Hydration:** ALL participants will bring CAP-recommended water carrying devices (web belt with a canteen holder and canteen or camelback) and sunscreen. All participants need to begin hydrating at least 2-3 days before arrival. Stay away from heavily caffeinated beverages (Mountain Dew, Dr. Pepper, Energy drinks, etc.) at least 24 hours before you leave your home. You put yourself and the successful completion of this mission at risk when you are not fully hydrated.

- **Sun Protection:** Proper care from sunburn begins with you. You should bring sunscreen with at least a protection rating of SPF-45. Consider those brands designed for sports and will not sweat off. Expect to wear your uniform with sleeves down throughout this activity.

- **Nutrition:** Remember to eat before arriving at Sun n Fun. There will be a bagged lunch provided and water, and there are vendors on site from whom you may purchase prepared foods. Bring snacks to stay focused throughout the day.

COVID SCREENING: CAP/CDC GUIDELINES MAY BE IN EFFECT AT THIS VENUE AT TIME OF ACTIVITY IS CONFIRMED AT CDC MODERATE LEVEL) All personnel will fill out daily; the COVID screening questionnaire at the check-in site, have their temperature taken and possess face masks for the duration of the event day. Hand sanitizer will be available at all CAP event locations. All personnel will conduct themselves safely and responsibly as directed by the Health Services Officer (HSO). Please refer to the COVID guidelines in the appendix of this operations order.

(CAPF 160 has been made a part of this Operations Order – Attachment 3)

- Unvaccinated members must wear facial covering continuously indoors and outdoors when it is not possible to maintain distancing of more than six feet.
- Vaccinated members – facial masks are recommended outdoors. When in an area of high or substantial transmission facial covering is required indoors.
- Social distancing will be enforced. Members must be aware of their surroundings and safety.
- We value the health and wellbeing of our members and the guidelines adopted for this activity are the most updated ones from the Center for Disease Control and Prevention.
- Members who will be bivouacking will sleep in their tents, one person to a tent, unless sharing with a family member.
- It is recommended members bring at least three facial coverings if disposable due to the number of days of the activity.
- OIC/Medical Officer will have disposal facial coverings, hand sanitizers, and latex or rubber disposable gloves for distribution throughout the event.
- Members will wear a facial covering when in the proximity of the public or spectators and will maintain social distancing, 6 ft, wherever possible.
- Evacuation required due to any illness must occur within 24 hours of diagnosis or incapacitation. Regardless of age, if the member does not appear competent or able to make sound decisions, their Emergency Contact should be advised to facilitate the evacuation.
- Transportation in CAP COV requires the driver to be vaccinated. Full occupancy if all members vaccinated; mixed vaccination status requires unvaccinated to be seated one member per row, all ventilation access to be open, all members wearing facial covering.
- Members may be organized into cohorts with a maximum of 10 members depending on the number of participants. Cohorts will be transported and dine together.
- Outside dining will be the procedure whenever possible.

UNIFORMS: All CAP members must meet the grooming and weight standards prescribed for AF-style uniforms in Attachment 2 of CAPM 39-1. Standards for the wear of AF-style uniforms will be strictly enforced. Senior Members who do not meet the standards of wear for an Air Force style uniform for reasons of grooming or weight standards may wear the CAP field uniform (blue BDU).

SENIOR/CADET STAFF: All staff must be current CAP members, in possession of a current CAP I.D. card 101 cards and a CAPF 161, and be in good standing with Civil Air Patrol.

All Staff: All staff (Cadet and Senior) must have completed the following:

- ICUT as indicated on the members 101 cards. In addition,

Cadet Staff: Cadets 18 and over must complete the Cadet Protection Policy Training (CPPT) before this activity.

Senior Staff: All seniors must have completed Level 1, including the new CPPT module. A current CAP driver's license is also desired.

CONDUCT: During this activity, everyone is expected to perform as a professional and conduct themselves in a manner as to bring credit upon themselves and the Civil Air Patrol. The Cadet Protection Policy will be strictly enforced. The appearance of impropriety is justification for dismissal by the commander. The Florida Wing Cadet Honor Code will be strictly enforced. Any member disrupting the activity will be counseled and may be dismissed by the commander. Members dismissed from this activity are responsible for transportation from the activity.

PREPARATION: Because of the current status of the COVID-19 pandemic and established guidelines, this activity will mostly take place in an outdoor setting and special consideration must be given to hydration and exposure to the elements. We will have plans in place to move all members to a safe location in case of inclement weather that maintains social distancing between cohorts and staff.

EVENT MISSIONS

HANGAR DUTY (0800-1700 Saturday, April 2- Monday, April 4, 2022)

COMMANDER: Maj. Pat Pitman
Anthony.pitman@flwgcap.us

Hangar duty will be Supervised by Maj Pat Pittman- Commander of Lakeland Composite Squadron.
WRISTBANDS AND PARKING PASSES ARE REQUIRED FOR MONDAY

Team participants and staff will check-in no later than 0730 from 2 April to 4 April. at the CAP check-in tent located inside the Rocky Rd entrance to Sun N Fun (at the corner of Old Medulla Rd: follow CAP check-in signs). Members must be in uniform with all required documents. Parents of cadets must remain on site until cadets have been accepted into the activity. After in-processing, cadets will wait to be transported by CAP van to the Hangar A on Laird Dr on the Sun N Fun campus at 0745. Please bring hydration and snacks. Lunch will be provided. Uniform is ABUs/BDUs or gray slacks & polo for senior members. You may park near the hangar. Hangar duty is officially 0800 to 1700 on Sat & Sun. If you will be doing hangar duty on Monday, please remember to get your parking pass and wristband at the CAP registration point on Rocky Rd.

CAP CORPORATE MISSION 0800-1800 Monday, April 4- Sunday, April 10, 2022

INCIDENT COMMANDERS: Lt Col Sam Chiodo, LtCol John May

Based on the Command Trailer at the CAP Bivouac Site, the corporate mission will plan and respond to aircraft ELT's, flight line marshaling, communications, and dispatching UDF ground teams. There will be a mission number assigned to this activity.

IN THE EVENT OF AN BROADER EMERGENCY (e.g.: the tornado in 2012), THE ACTIVITY WILL IMMEDIATELY COME UNDER THE CONTROL AND DIRECTION OF THE INCIDENT COMMANDER.

FLIGHTLINE MARSHALLING (1000-1700 Monday, April 4- Tuesday, April 5, 2022)

The Flight line Marshalling team will assist the Sun N Fun Director of Aviation traffic in directing inbound aircraft to their assigned areas. All FLM's must hold Current ratings and participate in pre-event SAREX events for refresher training. – No trainees will be allowed to participate.

UDF TEAM: Qualified members will be assigned to the UDF team to respond to ELT signals on the campus for the duration of the event.

COMMUNICATIONS: The communications team will transport and set up the FLWG Communications trailer on-site and manage the issue of Comms gear to the event staff.

UDF TEAM TRAINING: the UDF team will conduct intensive Task Training and provide sign-off for members wishing to develop their skills. While the team is on standby to respond to any taskings, the training will be in-progress.

AEROSPACE EXPO AND AIR SHOW (0800-1800 Tuesday, April 5- Sunday, April 10, 2022)

COMMANDER

Lt Col David Panzera

David.Panzera@flwgcap.us

CADET COMMANDER

C/Maj Anya Kratz

Anya.Kratz.CADET@flwgcap.us

EXECUTIVE OFFICER/ PLANNING

Maj. Joe Mora

joe.mora@flwg.cap.gov

As Sun N Fun is a multi-day event, the daily responsibilities and assignments will differ. Set up of the Command post and Communications Trailer will be done on Saturday, 2 April. The Airshow itself will run 5-10 Apr 2022. During the Air Show, there will be different duty stations including the SNF Air/Ground Ops (Taxiways), FAA Greeter Center Warbird Flight-line safety, public relations, and recruiting.

MEMBER BIVOUAC (Tuesday, April 5- Sunday, April 10)

There will be an organized bivouac on 5 April -10 April for members wishing to stay onsite. Meals will be provided starting with a light dinner on Tuesday 12 April. The cost of the bivouac is \$35 per person and includes camping and meals.

All members wishing to camp will provide their tent and equipment. Showers will be provided. All members MUST camp is directed and marked camping plots. Unvaccinated members will be cohorted together.

Members wishing to bring an RV or camper trailer may purchase an RV pass from Sun n Fun via their website. There is no availability for RV's to park at the bivouac site. Additional information on the bivouac will be provided to registered members as we get closer to the event. Camping for members arriving early for hangar duty weekend can be arranged at no additional expense, but no meals will be provided. Please remember that we follow the Buddy system and CPPT guidelines.

Cadets: Be sure to check your school schedule to see if this falls during your spring break before registering. If you intend to miss school, be sure to discuss it with your parents and teachers first. We cannot provide excuse notes for missed school days.

FLY-IN AND AIR SHOW (0800-1800 Tuesday, April 5- Sunday, April 10, 2022)

The Arrival and Departure point is at the CAP bivouac check-in tent inside the Rocky Road entrance of SNF (Old Medulla Rd and Rocky Rd. Follow CAP check-in signs), and then will be taken to the bivouac area for assignments. Cadets will stay with their flights at all times.

Please park out of the way of the RV's and other visitors coming in and out. Do not approach the service center as they are not able to check you in you must wait for a CAP van.

ARRIVAL: The rally point will be manned from 0700 to 0930. Look for the CAP sign in the parking lot. Later arrivals will have to wait until there is enough personnel to justify sending a van; the later you arrive the longer the wait. The Registration Officer will verify each cadet's forms are properly filled out and the bivouac fee is paid (if applicable.) PARENTS MAY NOT LEAVE UNTIL CADETS HAVE HAD THEIR FORMS REVIEWED, AND COVID CHECKS ACCEPTED.

Cadets will be assigned to flights and will be scheduled not only to work assigned positions, (Warbird ramp, PA, health services, and support), but also to attend tours, meet and greets, and the Aerospace expo.

NIGHT AIR SHOW (1700-2200 Wednesday, April 6 and Saturday, April 9)

The night air show is a perennial favorite and will include a lit drone show (winds permitting) and a fireworks display. This portion will be staffed primarily by our bivouacked members.

HOT AIR BALLOON LAUNCH (0530-0800 Saturday, April 9)

Balloons will be launched in a traditional "Hare and Hound" race. As the name suggests, this event involves chasing a single airship after it takes off. This airship acts as the "hare" and floats in the air for a short while before other balloons can take off. The balloons that follow are the "hounds", and the winning balloon is the one who lands closest to the "hare". Cadets will assist the balloon teams in extending, filling, and launching various teams' balloons. This is a sight you will not want to miss, but you'll have to get up early.

STAFF APPLICATIONS- ALL Personnel- Senior members and cadets wishing to staff Sun n fun may indicate position preferences on the sign-in page, alternatively, SM's may Contact the Commander at David.Panzer@flwgcap.us , and cadets may contact the Cadet Commander at Anya.Kratz.CADET@flwgcap.us

APPLICATION PROCEDURES (ALL Participants):

In addition to the standard application procedures outlined in the ENC OPORD, the following procedures will apply to all members arriving at Sun n Fun: A. All cadets or their legal guardian upon arrival at the Rocky road tent for check-in shall select one of the following options:

- 1) A voluntary statement that my cadet has been vaccinated.
- 2) Proof of a negative COVID-19 test taken within 72 hours of arrival, or
- 3) A statement from a physician that the member has recently recovered from COVID-19 and be beyond the isolation period.

Members or their legal guardians who do not wish to select one of the above options will not be allowed to participate in the activity or enter Sun n Fun.

CONDUCT: COVID-19 mitigation measures will be strictly enforced and anyone not complying with established guidelines for this activity will be asked to depart Sun n Fun and may be subject to adverse disciplinary action

IMPORTANT! ALL ATTENDEES MUST PRE-REGISTER, WALK-INS MAY/MAY NOT BE ACCEPTED DUE TO SCARCITY OF CREDENTIALS. We have in the past, had to refuse entry to non-registered members as we are allotted so many wristbands.

READ AND HEED CAREFULLY- INCOMPLETE PAPERWORK OR LACK OF PAYMENT MAY RESULT IN NON-ACCEPTANCE AT ACTIVITY CHECK-IN

Required Forms:

- a. CAPF 60-80 (Cadets)
- b. CAPF 160 (Health History – All Participants)
- c. CAPF 161 (Emergency Contact History – All Participants)
- d. CAPID (All Participants)
- e. FLWG Health Screening Checklist (Hard Copy – All Participants)

Sign-up Instructions:

- All participants will sign up at the Sun N Fun **registration link**, the link is located on the FLWG webpage under events.
- If you will be staying at the bivouac site You must make a payment to cover the meals The fee is \$35. The payment link is on the registration page.
- For the required forms for cadets, please do the following:
 - 1. Download and complete the CAPF-160, 161, and 163.
 - 2. Download and complete the CAPF 60-81.Note: Make sure your forms are signed as indicated. The CAPF60-81 requires your unit Commander's signature as well.
- 3. Upload completed CAPF-161, CAPF60-81, to upload utility.

Once registered, all members will receive, via email the Sun and Fun with plans, maps, staffing lists, menus, and schedules, please print this guide and carry it with you.

INQUIRIES: Forward all inquiries to the Executive Officer, at Joe.mora@flwg.cap.gov

Attachments

- 1. Equipment/Packing List
- 2. CAPF 160.

Attachment 1 **BIVOUAC EQUIPMENT LIST**

Each member shall consider which type of mask they are going to wear throughout the activity and how many to bring. Current guidelines suggest that members bring at least two disposable masks per day they expect to attend the activity. Cloth masks can be cleaned with simple soap and hung to dry one at a time so the member has at least two readily accessible at all times.

PROHIBITED ITEMS: Weapons and knives

All items should be labeled with your last name initial and the 6 digits of your CAPID. Example: Cadet Smith, CAPID 370000 will label all items S370000 in permanent marker. Storage space will be limited to members' tent capacity. All cadets should minimize their gear to one suitcase or duffle bag for ease of transport. **NOTE: Cadets will need to be able to carry their gear without assistance, so minimize your gear to one duffle bag/suitcase and one tent bag.**

BASIC ITEMS

- ☐ Tent
- ☐ Sleeping bag or blankets
- ☐ Canteen w/web belt or Camelback
- ☐ Folding Chair (optional)
- ☐ Flashlight w/extra batteries
- ☐ Poncho

CLOTHING

- ☐ 1 complete set of ABU's with patches/insignia
- ☐ 1 sand web belt with open buckle subdued black
- ☐ 2 sand t-shirts (for ABU's)
- ☐ 2-3 pair heavy black socks
- ☐ 1 pair broken in plain, black combat, jungle, or jump boot; shined
- MAKE SURE BOOTS ARE BROKEN-IN PRIOR TO ACTIVITY AND FITTED WITH COMFORT INSOLES
- ☐ underclothing

PERSONAL HYGIENE

- ☐ Toothbrush and toothpaste
- ☐ Soap
- ☐ Insect repellent
- ☐ Comb/brush
- ☐ Shampoo/Conditioner
- ☐ Wash Cloth/Small Towels/Beach Towel
- ☐ Shower Shoes (for shower)
- ☐ Deodorant
- ☐ Shaving kit (as needed)
- ☐ SUNSCREEN (SPF 45 or stronger)
- ☐ Medications (must be disclosed upon sign-in)
- ☐ Meals and bottled water will be provided. You may bring snacks.

OTHER

- ☐ Current CAP membership card
- ☐ CAP Form 160,161 ,and 163
- ☐ CAP Form 60-81